



PROCESS FOR MINOR SUBDIVISIONS

Submittal Requirements

3 blueprints of proposed minor subdivision
Completed Minor Subdivision application
Completed Minor Subdivision checklist
Application for Letter of Sewer Availability

Review Processes

1 **blueprint** along with a copy of the subdivision application is forwarded to Water Resources (Mike Brookshire) for review.

1 **blueprint** along with a copy of the subdivision application is forwarded to the Emergency Address Coordinator (Stuart Rohrbaugh) for review.

1 copy of the Sewer Availability Sign-Off Form and Minor Subdivision Application is sent to MSD for review.

Planning staff reviews blueprint for development standards compliance. Upon receipt of Water Resources, Address Assignment, and MSD approval, staff contacts applicant and advises of any needed changes to the proposed subdivision survey.

Applicant submits final **Mylar** to Planning staff for signature.

Upon recordation applicant must provide Planning staff **1 copies** of the recorded plat.

****Review time approximately 10 working days.**

(3) Blueprints Required at Initial Submittal

Name and Address of Property Owner (s)
Name, Address, and Phone Number of Contact Person
Name of Subdivision
Location of Project, Address and a Vicinity Map
Name of Design Professional
Design Professional Seal and Signature
Scale: Between 1 inch = 10 ft. and 1 inch = 50 ft
North Arrow
PIN Numbers
Date of Drawing
Subsequent Revision Date
Zoning District
Size of Property in Acres (or Square Feet if Less than one acre)
Deed Reference for Property
Surveyors Certificate Stating Plat was Drawn from a Survey

Lot Lines with Data on Location and Bearings of all Boundaries and Lines
(Linear Measurements to 1/100 Feet and Angles Measured to Minutes)
Show entire parent property boundary
Show Numbered Lots with Acreage (Square Footage for lots with Less than one acre)
Provide topographic lines at 5' intervals and the average slope of the natural terrain
if all or any portion of the lot is at or above an elevation of 2220'
Provide Flood Classification and Flood Zones by delineation
Show Adjoining Property Owners and Property Lines
Show all Existing Structures
Show all Existing Railroads and Bridges
Show Required Setbacks: Note and Dimension any Encroachments
Show and Dimension all Rights-of Way
Show Existing and Proposed Easements; Label and Dimension
Note any Existing and Proposed Encroachments into Setbacks, Public Rights-of-Way,
and Easements.
Show Existing Streets and Driveways (Note if any are not to be used)
Show and Indicate Locations of Nearest Fire Hydrants
Show Existing Water Lines, Sewer Lines and other Utilities
Verification of Water and Sewer Availability
(Refer to Process for Minor, Exempt, and Family Subdivision Attachment)

Checklist and Plans are to be submitted to the City of Asheville, Development Services Center, located at 161 S. Charlotte St, Asheville, NC 28801.



**MINOR SUBDIVISIONS
SEWER AVAILABILITY SIGN-OFF**

The City of Asheville Planning and Development Department requires developers requesting approvals on minor and exempt subdivisions to have initial sign-off from the Metropolitan Sewage District. This is to determine the availability of service for the proposed residential (or commercial) lots prior to approval of the minor or exempt subdivision plat.

Sign-off forms can be mailed or hand delivered to the Metropolitan Sewage District office (located at 2028 Riverside Drive), along with one copy of the proposed subdivision plat, to the attention of Kay Farlow. She may also be contacted at (828) 254-9646. **A signed copy of this form is required to be submitted to the Development Services Center prior to approval of the plat.**

Please provide the following information:

Parent PIN #

Street Name/Address:

Total number of proposed lots:

Owner:

METROPOLITAN SEWAGE DISTRICT

This is to verify that the proposed minor or exempt subdivision:

☐

Can be provided with adequate sewer service provided the owner submits a completed application for public sewer service / wastewater allocation.

Additional

Information: _____

☐

This lot is served by a private septic service.

Explanation:



Sewer service is not available at this site.

Explanation: _____

MSD Representative

Date

City of Asheville Planning and Development (828) 259-5831

Fax Completed Sign-off Form to: (828) 259-5428

8/20/09

G:\PLANNING\COMMON\Forms\MINOR SUBDIVISION CHECKLIST.doc